



## Advanced Diploma of Business

### Qualification Description

The Advanced Diploma of Business is designed to enhance your knowledge and skills across a wide range of business functions. Some of the skills gained from this qualification will include organisational leadership, quality management, safety management, financial management, human resource management, marketing and advertisement management, records management and strategic management and much more. Manage your organisation or business using real world knowledge and skills.

### Award

The Advanced Diploma of Business BSB60207 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business

### Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

### Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

### Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

### Entry Requirements

No entry requirements apply to this qualification.

### Career Opportunities

This program is aimed at developing your business management skills ready for your future business management roles.

### Applicable occupations are:

Executive Officer

Senior Administrator

Senior Executive

Managers in all industry sectors

### Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

## FOR FURTHER INFORMATION

Visit our website at

[www.outsourceservices.com.au](http://www.outsourceservices.com.au)

or call us on 1300 136 904





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### Requiring 8 units for the qualification

- Eight (8) units from the units listed below, no more than 3 units may be selected from any one area.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level.
- Where the packaging of this qualification meets the rules of a specialist qualification then the specialist qualification and not the generic qualification must be awarded.

#### ADVERTISING

- BSBADV602B Develop an advertising campaign .....
- BSBADV603B Manage advertising production.....
- BSBADV604B Execute an advertising campaign.....
- BSBADV605B Evaluate campaign effectiveness .....

#### HUMAN RESOURCE MANAGEMENT

- BSBHRM602A Manage human resources strategic planning.....
- BSBINN601A Manage organisational change.....
- BSBMGT615A Contribute to organisation development.....

#### MANAGEMENT

- BSBFIM601A Manage finances .....
- BSBINM601A Manage knowledge and information.....

#### MARKETING

- BSBMKG603B Manage the marketing process.....
- BSBMKG605B Evaluate international marketing opportunities.....
- BSBMKG606B Manage international marketing programs .....
- BSBMKG607B Manage market research .....
- BSBMKG608A Develop organisational marketing objectives .....
- BSBMKG609A Develop a marketing plan .....